

Name: _____

JOB DESCRIPTION
EHS INFANT/TODDLER TEACHER
Revised 6/17

KEY FUNCTIONS:

Under the direction of the EHS Center Based Coordinator, direct supervision may be assigned according to program needs. The Infant/Toddler Teacher will work to provide high quality, responsive and developmentally appropriate care to enrolled children 0-through 3. Work as part of center based child development team to meet program goals and objectives and maintain compliance with all Performance Standards applicable to EHS center based services, as well as state licensing requirements.

RESPONSIBILITIES INCLUDE:

- Ensure adequate supervision is provided at all times to enrolled children while at the center.
- Conduct a minimum of two home visits and two parent/teacher conferences per year for each assigned family, including the father whenever possible, and individual home visits for pregnant women as coordinated. Co-plan with parents to meet the developmental needs of each child while supporting ethnic and cultural practices, where feasible.
- Attend staffings on CB families, as needed.
- Provide activities to enhance male role model interaction with child throughout the week. Accept male role models and be willing to include them in all aspects of classroom.
- Attend all assigned trainings and team meetings. Attend conferences as opportunities arise.
- Facilitate monthly curriculum planning meetings with parents. Ensure daily lessons plans meet developmentally appropriate practice for infants and toddlers. Prepare materials and supplies needed to implement daily lesson plans, which includes children with disabilities. Turn lesson plans into Center Based Specialist in a timely manner.
- Provide a safe, secure classroom for assigned children that supports exploration, interaction, and skill development. Provide responsive, nurturing and respectful care to assigned children.
- Must understand and be able to demonstrate positive attachment practices with children and support healthy social-emotional development services as needed.
- Track Children's attendance and follow-up with families on a daily basis. If unable to contact family via phone or email, drop by their home to follow-up on absences.
- Fully integrate children with disabilities into all daily activities, supporting IFSP and IEP goals.
- Communicate regularly with parents on children's development, goals, progress, and provide summary of children's daily activity. Keep appropriate documentation on each child as directed by EHS CB Specialist. Complete documentation by due dates assigned by supervisor.
- Coordinate with Advocate to provide comprehensive services to enrolled families and children.

- Coordinate and collaborate with the EHS Advocate to meet any needs of pregnant mothers enrolled in the program.
- Purchase classroom supplies and materials as needed and assigned.
- Participate in Child Nutrition Program Training as scheduled; keep CACFP records on meals served. Purchase, prepare and clean-up meals as assigned.
- Clean and sanitize daily the environment and toys used.
- Conduct daily health and safety inspections of classrooms and playgrounds.
- Maintain high level of confidentiality and professionalism, including following all childcare licensing rules and Head Start performance standards.
- Maintain outside areas when assigned.
- Other duties as assigned under the direction of Center Based Specialist, including ongoing recruitment efforts to maintain waiting list.
- Advise Center Based Specialist of any building maintenance needs.
- Complete outcomes 3 times each year.

QUALIFICATIONS:

- BS degree in Early Childhood Education/Development, FCHD with early childhood emphasis or at a minimum age appropriate center based CDA, or comparable credential.
- Knowledge of infant/toddler development, developmentally appropriate practice and activities, child environments, play interaction and scaffolding, and attachment parenting.
- Understanding of factors that put children at high risk for sub-optimal development and attachment disorders.
- Minimum 1 years' experience providing care to children (especially with infants and toddlers) including families of diverse cultural and ethnic backgrounds.
- Awareness and understanding of working with lesser-income and diverse ethnic populations.
- Team player, self-initiative, and flexible.
- Must have dependable transportation and current driver's license.
- Must be able to lift up to 40 pounds and participate in activities on the floor and on child size furniture throughout the day.
- Able to work productively and maintain composure under stressful situations.
- Bilingual English/Spanish speaking preferred.
- Must have good written and verbal communication skills.
- Must be willing to obtain and keep current a CPR/First-Aid Certification.
- Must be willing to obtain and keep current a Food Handler's Permit.
- Must be willing to obtain and keep current a TB skin test.
- Must be able to pass background check.

Employee Signature

Date

Supervisor Signature

Date